*Sample format*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Insert Consultant's Logo | | |  | **RIGHT-OF-WAY REQUEST** | | |
|  | | |  |  | | |
| **To:**  Insert name of Property Manager | **Project Description**:  Insert description of project and bridge file number if applicable | | | **FILE:** |
| **DATE:** |
| **R/W REQUEST NO.:** |

|  |  |  |
| --- | --- | --- |
| **INDICATE (X) IF APPLICABLE** | **TYPE OF REQUEST** | **COLOUR ON PLAN** |
|  | RIGHT-OF-WAY REQUESTED | RED |
|  | PREVIOUSLY REQUESTED RIGHT-OF-WAY | GREEN |
|  | CANCELLATION OF PREVIOUSLY REQUESTED RIGHT-OF-WAY | YELLOW |
|  | EASEMENT BEING REQUESTED | ORANGE |
|  | OPTIONAL PURCHASED | CROSS-HATCHED (RED) |
|  | POSSIBLE BORROW LOCATIONS | 10 CM DIAM. RED CIRCLE |

|  |  |  |  |
| --- | --- | --- | --- |
| **JUSTIFICATION:** |  | | |
| **ADDITIONAL REMARKS:** |  | | |
| **REQUESTED BY:** | **NAME** | **DATE** | **SIGNATURE** |
|  |  |  |
| **APPROVED AS TO FORM & CONTENT BY PROPERTY MANAGER:** |  |  |  |
| **APPROVED FOR ACQUISITION BY PROJECT SPONSOR:** |  |  |  |